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**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 7th March 2024 at 10,00 am in the Council Chamber, Town Hall, Windmill Lane, Northam**

**Present:** Cllrs Tait, (Chair), Bach, Edwards (Deputy Chair), Hodson, and Lo-Vel,

**In attendance:** Jane Mills - Town Clerk

Guy Langton – Deputy Town Clerk at minute no: 2403/830

**2403/820 Apologies**

Apologies – Cllr Whittaker

**2403/821 Chair’s announcements**

A letter had been received complimenting the workmen employed to do the hedge laying at Anchor Park.

**Action point:** Town Clerk to convey the email contents to the workmen.

**2403/822 Declarations of interest**

Members were reminded that all interests should be declared prior to the item being discussed.

There were none.

**2403/823 To agree the agenda between Part A and Part B (confidential information)**

It was **resolved** to agree the agenda as published.

Proposed: Cllr Hodson, Seconded: Cllr Bach (all in favour)

**2403/824 To confirm and sign the minutes of the Town Projects Meeting held 25th January 2024**

It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 25th January 2024 as correct record,

Proposed: Cllr Bach, Seconded: Cllr Lo-Vel (all in favour)

**2403/825 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

No members of the public were present.

**2403/826 To consider review of Action Points and Projects,**

*Amendments and updates attached.*

**2403/827 To receive an update on the annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a and other items)**

Members noted the report and requested sight of a footpaths map, there was a request to investigate the availability of scalpings, can they be purchased in bulk? An update on footpath 24 was given, advising that the owner was agreeable in principle subject to there being no liability attached to him if allowing the installation of a handrail. Members requested to see a copy of the P3 survey when costs are attached.

**Action Points:** Provide members with a footpaths map, investigate bulk purchase of scalpings, provide members with P3 costings.

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**2403/828 To consider installation of planters either side of the bus shelter opposite the Seagate.**

A letter had been received requesting NTC install planters either side of the bus shelter opposite the Seagate. This was from a group wishing to refresh the bus shelter. The Town Clerk was asked to write to the group commending their community spirit, but pointing out that the bus shelter belongs to TDC and it is not within the remit of NTC to decide on decoration. With regard to planters, members felt that there were already adequate planters in place.

**Action Point:** Write to the group commending their community spirit, but pointing out that the bus shelter belongs to TDC and it is not within the remit of NTC to decide on decoration. With regard to planters, members felt that there were already adequate planters in place.

**2403/829 To consider the tree survey for Northam Town Council owned land and work required.**

The Deputy Town Clerk was invited into the meeting, to explain about the survey

It was **resolved** to seek quotes for any work which could not be completed by the maintenance team.

Proposed: by Cllr Tait, seconded: Cllr Bach, (all in favour)

**Action Point:** obtain quotes, future agenda item.

Item 14 was brought forward at this juncture, whilst the DTC was still in the meeting.

**2403/830 To receive an update on the play inspection report and consider its recommendations.**

Members discussed the report.

It was **resolved** that a consultation takes place regarding the usage of the Lords Meadow gym equipment. This could be by means of posters.

Proposed: by Cllr Bach seconded: Cllr Tait, (all in favour)

It was **resolved** that 4 litter bins be purchased for the parks, from project provision.

Proposed: by Cllr Hodson, seconded: Cllr Tait, (all in favour)

It was further **resolved** that longevity reports be added to the play inspection reports in 2025 at a cost of £105 for seven play areas. Also, that the skatepark be added back next year.

Proposed: by Cllr Hodson, seconded: Cllr Tait, (all in favour)

**Action Point:** Prepare a consultation re gym equipment in Lords Meadow.

Purchase 4 litter bins, add longevity reports to the play inspections for 2025 and include skatepark for inspection.

**2403/831 To consider the renewal of the three defibrillators through SWAST or alternative options and additional for Westward Ho! Park.**

Cllr Hodson felt the report was excellent.

It was **resolved** that 4 defibrillators should be purchased through London Hearts

Proposed: Cllr Hodson, seconded: Cllr Bach (all in favour)

At this juncture gave her apologies and left the meeting

**Action Point:** Purchase 4 defibrillators, 3 replacements and 1 new for Westward Ho! Park

**2403/832 To consider purchase of a salt spreader**

It was **resolved** to purchase a salt spreader at best value to a maximum of £350.00

Proposed: by Cllr Tait, seconded: Cllr Bach, (all in favour)

**Action Point:** Purchase salt spreader.

**2403/833 To consider requests from Climate Emergency Committee.**

* **To consider composting.** It was agreed to defer this item until Cllr Hames was present.
* **To consider a storage location for the Council’s Planters during the off-season**

This is currently under review.

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**2403/834 To consider a request to adopt a small piece of land at Burrough Farm.**

It was **resolved** to respond to the request advising that the overhanging trees will be dealt with and the council will clear the overgrowth but is not open to adoption of any of the area.

Proposed: Cllr Edwards, seconded: Cllr Bach (all in favour)

**Action Point:** respond to the request

**PART B**

**2403/835 To** **resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.**

It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.

Proposed: Cllr Tait, seconded: Cllr Edwards (all in favour)

**2403/836 To consider work required on the floor at Northam Hall** (report and quotes attached)

It was **resolved** to accept the quote from Floor Sanding Services in the sum of after confirmation that the price of £3650.00 includes clearing up after the sanding.

Proposed: Cllr Bach, seconded: Cllr Tait (all in favour)

**Action Point:** accept quote from Floor Sanding Services subject to clearing up after sanding

**2403/837 To resolve to readmit members of the press and public.**

It was **resolved** to readmit members of the press and public.

Proposed: Cllr Tait, seconded: Cllr Edwards (all in favour)

There being no further business the meeting closed at 12.40pm

Signed………………………………………….Dated…………………………………………